

MONTANA FFA



CDE Handbook

REVISED OCTOBER 2015

MONTANA CAREER DEVELOPMENT EVENT Handbook

MEMBER ELIGIBILITY

To be eligible for participation in FFA Career Development Events or awards, a participant must meet one of the following criteria:

1. Be an active member in good standing with the local bona fide chapter, State, and National Associations for the school year during which the event is held (or the previous year) and be a student in grades 7-12 who is enrolled in Agricultural Education. The state adviser will compile a list of chapters in good standing (i.e. the initial membership roster, POA, Form 2, Annual report, etc... have not reached the state office) before each national qualifying competition.
2. If membership is questioned in any competitive event or award programs held above the chapter level by an adviser, the state adviser will check eligibility.
3. Upon notification from the state office indicating the chapter's ineligibility, (i.e. the initial membership roster, POA, Form 2, Annual report, etc... have not reached the state office) all members in that chapter are ineligible for competition above the chapter level until the roster, POA, Form 2, etc. are received in the state office.
4. Chapters must have competed in a District CDE or designated event to compete in a judging event at state convention.
5. One FFA Adviser from each FFA District will be designated by the advisers/teachers within the District to serve as the District certifying officer. The district certifying officer shall provide to the Montana FFA Association a list of all CDE teams or individuals from the district eligible to compete at state-level events. The Montana FFA Association will provide a form for this purpose. The official form must be submitted to the Montana FFA Association office by District Leadership School.
6. A chapter must place in the top half of chapters in their District to compete in the State Agricultural Sales CDE.
7. In the qualifying area of Star Greenhand, the FFA district winner advances to the state competition. If that member does not advance, the 2nd place competitor will advance, then the 3rd, and so on (See SAE Handbook for details).
8. In the state-qualifying CDEs of Jr. Creed Speaking, Creed Speaking, Extemporaneous Public Speaking, Prepared Public Speaking and Parliamentary Procedure, the 1st and 2nd place District winners qualify to advance to state competition. If those members or teams cannot or choose not to advance, the district representative must be notified 7 calendar days prior to state registration closing. The 3rd place competitor or team will then advance, then the 4th and so on.
9. If the CDE allows more than four members to compete and there is no team problem, the top four scores become the qualifying team total.
10. CDE Hosts will select one of the following options regarding scoring if a team problem is included in the CDE and more than one team per chapter is allowed to compete:
 - Designate teams prior to the competition – Every team must be able to complete the team problem and every team from every chapter is eligible to be the National qualifier unless the adviser informs the CDE host there is a team they don't want considered as a national qualifying team (young members, past national participants, etc...).
 - Students from each chapter participate in groups of 4 (or whatever is appropriate for the CDE). Each Chapter's Qualifying Team will consist of their top scoring individuals. The qualifying team problem score will be determined by averaging those individuals' respective team problem scores. Team Scores will not be added into the individual score for individual rankings.
11. Members below the 9th grade are eligible to participate in state competitive events, unless otherwise stated in the specific event or award program area. Members below the 9th grade will not be certified for national competition because of national restrictions, excluding the Creed CDE and Agriscience.

REGISTRATION

1. Pre-registration is required for all National-qualifying state events, unless otherwise announced by the Montana FFA Association. Chapters will register at judgingcard.com. Registration will open 30 days prior to the event and will close 14 days prior to the event, as published on the official Montana FFA calendar.
2. Following the close of registration, a list of registered teams will be distributed electronically on Metnet. If a chapter's name does not appear on the list as a result of registration error, notification must be made to the Montana FFA Office and the CDE host by the end of the third regular business day past the registration deadline.
3. Chapters not properly registered will not be eligible for competition.

GENERAL GUIDELINES

1. Advisers are responsible for registering CDE individuals and/or teams at judgingcard.com.
2. It is prohibited for an Adviser or anyone else to register their members under another member or chapter name. This will result in disqualification.
3. Advisers will instruct students properly to participate in a CDE prior to arrival at the event.
4. Participants must provide their own pencils, erasers, clip boards and other necessary items for events unless directed otherwise by the CDE coordinator.

5. Decisions regarding participation of late-arriving individuals/teams will be made at the discretion of the CDE coordinator.
6. FFA members and Advisers will act in a manner that reflects positively on the member, the FFA chapter, the school, and the organization as a whole.
7. FFA members must be accompanied by a school district approved chaperone at all events.
8. Event hosts may stop any participant if they determine their manner to be hazardous to others or themselves. This action will result in a zero for that portion of the CDE.
9. There shall be no communication among the contestants or between contestants and anyone else except as directed by the event coordinator while the event is in progress. It is prohibited for Advisers or anyone else to interfere with, interrupt or distract a contestant while event is in progress. If there is an obvious infraction of this rule, the event coordinator has the authority to disqualify the violator from competition.
10. Judging cards that are completed incorrectly (i.e. participant number not shaded in, stray marks, etc.) will not be scored. If a member believes their scorecard/scantron has been damaged or may not read properly, they must notify a CDE official prior to handing it in. A CDE official will then provide a new form for the member to complete under supervision. The CDE official will keep both score sheets to document which students received a new scantron.
11. Participants will not be allowed to utilize personal electronic devices, other than those approved by the CDE officials, during the entire course of the event. Participants who access personal electronic devices without prior approval of the event officials will be disqualified.
12. Materials that have been used by chapters and coaches as resources for training purposes should not be presented in the same visual manner in the official CDE. If materials are provided to all chapters, those materials will be appropriate to utilize during an event or contest.
13. All written materials used in Montana FFA State CDEs will be made available following their use at a State Event. They will be posted on Metnet by the event host prior to the Summer MAAE Update conference.
14. All Final Four Leadership events will be recorded by the tech staff. The video recorded by the tech staff will be the official video used in resolving CDE disputes.
15. A penalty of 10% of the total points allotted will be assessed for the required written documents received after the postmarked deadline. If the document is still not received seven days after the postmarked deadline, the team/individual may be subject to disqualification.
 - State staff will mark late entries as such.
 - Event officials will be notified of late entries at the time written documents are provided for judging.
 - Event superintendents will ensure that penalty is applied.

TABULATION OF RESULTS

1. At the conclusion of each event, all completed cards will be delivered to the event coordinator for tabulation.
2. Event results will be posted the first business day following the end of the entire event, not just an individual CDE, on Metnet or Judging Card.
3. State CDE results are considered officially open for written appeal for seven calendar days following publishing. A \$50 filing fee will be assessed to every written appeal. The fee will be returned if the appeal is justified.
4. It is the responsibility of the FFA adviser to review individual and team results.
5. If a written appeal is filed within the seven calendar days after results announcement, the Montana Board of Trustees and the event superintendent will review the appeal. At the close of the seventh calendar day following publishing, results will be uncontestable.
6. Individual and Team completed cards and testing materials will not be returned from state competitions. These materials will be kept by the coordinator for 10 calendar days after publishing results, until all appeals are handled. They will then be destroyed. Judges of Leadership Events are encouraged to use comment cards provided by the CDE host to offer feedback to individual contestants.
7. For events with subjective scoring, participants shall be ranked in numerical order to be determined by each judge without consultation. The judges' ranking of each participant shall then be added, and the winner will be that whose total rankings is the lowest. Other placings shall be determined in the same manner (low point method of selection). These events include Extemporaneous Public Speaking, Prepared Public Speaking, Parliamentary Procedure, Ag Issues, Marketing Plan, Creed Speaking, Junior Creed Speaking and Star Greenhand.

OFFICIAL JUDGES

1. Official judges for each event will be selected by the CDE coordinator or his or her representative. Careful consideration should be given to select qualified and competent judges.
2. The official judges should make their placing in the same manner as is required of contestants with respect to handling specimens or animals.

3. The official judges will give their completed official placings and scores to the event coordinator.
4. Placings by the official judges must be kept confidential until the event is completed and public announcements are made.
5. Judges of Leadership Events are expected to use comment cards provided by the CDE host to offer feedback to individual participants.
6. Judges decisions are considered final.

RULES & REVISIONS

1. Authority is given to Montana FFA Board of Trustees to make technical revisions to CDE rules as necessary.
2. In addition, the Board of Trustees encourages CDE coordinators to follow National CDE rules as closely as possible while allowing the flexibility to make adjustments as necessary based on availability of resources and time available.
3. Deviations from National CDE Guidelines (such as no team problem for parliamentary procedure, or only 40 minutes for the livestock team problem) will be disseminated via MetNet by the CDE coordinator at least 30 days prior to the event.
4. Most time-frames listed in the National Guidelines will be modified to fit our time allowances. Look for information from the CDE coordinator for specific times.

TIE BREAKERS

Ties will be broken using the National CDE guidelines for each event.

AWARDS

1. The top 10 FFA individuals and five teams that competed in a State CDE, whether held at State Convention or elsewhere, will be announced and presented with a certificate at the awards session held at State Convention.
2. The top three teams will receive plaques and the top three individuals will receive Gold, Silver, and Bronze pins in all CDE's that have teams and individual recognized.
3. State winners of the Star Greenhand, Junior Creed, Creed Speaking, Extemporaneous Speaking and Prepared Speaking will receive a pin and a plaque.
4. The winner of each Agriscience division, regardless of system, will receive a pin and a plaque.
5. In Sweepstakes, the top 10 teams and top 10 individuals will be announced. However, only the top three teams and the top three individuals will receive plaques.
6. State Team Sweepstakes will include Agronomy, ATMS, Ag Sales, FBM and Livestock. The four lowest scores will count. In case of a tie, the team with the highest number of 1st place individual rankings will win. If still a tie, the highest number of 2nd place rankings, etc...
7. Individual Sweepstakes will include Agricultural Communications, Agricultural Sales, ATMS, Agronomy, FBM, Floriculture, Food Science, Forestry, Horse, Livestock, Meats and Vet. Individuals will be awarded based on their best ranking from the four lowest scores but two scores must come from the State FFA Convention CDEs. In case of a tie, the team with the highest number of 1st place individual rankings will win. If still a tie, the highest number of 2nd place rankings, etc...

NATIONAL FFA CONVENTION CDE PARTICIPATION

1. All CDE event participants must be from the highest ranking eligible team. The team representing Montana must be designated by the National CDE deadline. Teams will be contacted in order of State CDE ranking until a team is secured to represent Montana at National Convention.
2. Per National FFA rules, in any team event, only one member of the team can be replaced. If two individuals must be replaced, then the next eligible team will be designated as the National Team.
3. An individual can compete in a particular National FFA CDE only once (i.e. may compete in Agricultural Sales one year and Livestock Evaluation the next).
4. The winning team in the Agronomy CDE has the choice of either competing in the National Agronomy CDE or a Grain Marketing tour. The next eligible team will be offered the other event. If a chapter is unwilling or unable to accept one of these choices, it will be awarded to the next high-ranking team.
5. Upon completion of the last State CDE conducted, the State FFA adviser will contact winning CDE teams to verify their intent by July 1.
6. Teams can petition the Board of Trustees to replace more than one student in extreme cases where circumstances are out of the adviser's control.

HOSTING / ADDING AND DELETION OF CDES

1. State CDE request host forms are due by June 1st to the State FFA Advisers office and can be found on Metnet.
2. Career Development events with less than 5 teams competing will be considered for deletion. Delegates at State FFA

Convention will vote on a recommendation for that contest to the Board of Trustees.

SPECIAL NEED

Accessibility for all students - All special needs requests and appropriate documentation as outlined in the special needs request procedure must be submitted with appropriate career development event certification form by certification deadline.

WAIVER OF MONTANA FFA RULES

Any local chapter seeking a waiver of a Montana FFA policy or procedure must submit the waiver form in writing to the Montana FFA association office. The Board of Trustees will then make final decisions on policy and procedure. The request must be submitted to the Montana FFA association office at least 30 days prior to the scheduled event or due date for which the waiver is requested. This policy does not supersede any current FFA policy for appeals already established for a particular FFA program.

HONESTY AND INTEGRITY EXPECTATIONS

Montana FFA expects students to be honest in all of their work, including work outside of the classroom related to Career Development Events and Supervised Agricultural Experience programs. By participating in a competitive event, FFA members, Advisers and proctors agree to adhere to high standards of academic honesty and integrity and understand that failure to comply may result in disciplinary action, up to and including event disqualification.

By registering for or participating in any FFA event, FFA chapter representatives, including students and adults, agree to adhere to the following expectations. FFA chapter representatives that do not agree these expectations should not register or participate.

CHEATING

The improper taking or tendering of any information or material which shall be used to determine academic or competitive credit.

Examples include but are not limited to the following:

- Copying from another student's test or materials.
- Allowing another student to copy from a test or materials.
- Using unauthorized materials during a test, such as the textbook, notebook, formula lists or notes, including those stored in a calculator or other electronic device.
- Collaborating during an event or activity with any other person by giving or receiving information without authority.
- Having another individual write or plan a paper, including those bought from research paper services.

PLAGIARISM

The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression, as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student or teacher.

Examples include:

- Quoting another person's actual words.
- Using another person's idea, opinion or theory, even if it is completely paraphrased in one's own words.
- Drawing upon facts, statistics or other illustrative materials — unless the information is common knowledge.
- Failing to accurately document information or wording obtained on the Internet.
- Submitting anyone else's work as one's own work.
- Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
- Off giving, receiving or soliciting of any materials, items or services of value to gain competitive advantages for yourself or another.

FABRICATION

The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for competitive advantage.

Examples include:

- Citing information not taken from the source indicated.
- Listing sources in a Works Cited or reference not used in the academic exercise.
- Inventing data or source information for research or other academic exercise.
- Submitting any academic exercise as one's own prepared totally or in part by another, including online sources.
- Taking a test for someone else or permitting someone else to take a test for you.

COMPETITIVE MISCONDUCT

The intentional violation of integrity by tampering with scores or taking part in obtaining or distributing any part of a test or practicum.

Examples include:

- Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers without authorization.
- Asking or bribing any other person to obtain a test or any information about a test.
- Changing, altering, or being an accessory to changing and/or altering of an exam response or a grade recorded.
- Continuing to work on an examination or practicum after the specified time has elapsed.

IMPROPER COMPUTER/CALCULATOR USE

Examples of improper computer and/or calculator use include but are not limited to:

- Unauthorized access, modify use, creation or destruction of calculator-stored or computer-stored data and programs.
- Sharing a calculator or computer while leaving answers on display or in memory.
- Submitting a duplicate printout with only the student's or chapter's name changed. This applies to all FFA events, awards and activities.

DISRUPTIVE BEHAVIOR

Each chapter representative's behavior during an FFA event or activity is expected to contribute to a positive learning/teaching/competitive environment, respecting the rights of others and their opportunity to learn or participate. No chapter representative has the right to interfere with this process, including the posting of inappropriate materials on social media sites.

ELECTRONIC DEVICES

The use of cell phones or other electronic devices are not allowed during any FFA competitive event or activity, unless prior approval is given from the event coordinator.

CDES AT A GLANCE

Contests will try to follow National Guidelines for areas in a contest but times and requirements will vary and be posted 30 days before the contests.

	Indoor/Outdoor	Max Participants	Scores Counted	Calculator	Districts Qualifier	Follow Nationals Guidelines	Coordinator
Event (Bolded CDEs are at State Convention)							
Agricultural Communications CDE	IN	3	3	No	No	Yes	Eric Tilleman
Agricultural Issues CDE	IN	3-7	Team	No	No	Yes	Eric Tilleman
Agricultural Sales CDE	IN	4	4	Yes	Yes	Yes+	Montana State University
Agricultural Technology & Mechanics Systems CDE	OUT^	4	3	No, provided	Yes	Yes	Montana State University
Agri-Science Fair	IN	1-2	N/A	No	No	Yes~	Montana State University
Agronomy	IN	4	4	Yes	Yes	No	
Creed Speaking CDE	IN	1-2*	N/A	No	Yes	Yes	Montana State University
Environmental Science and Natural Resources CDE	OUT	5	5	Yes	No	No++	Montana Envirothon
Extemporaneous Public Speaking CDE	IN	1-2*	N/A	No	Yes	Yes	Montana State University
Farm Business Management CDE	IN	4	3	Yes	Yes	Yes	
Floriculture CDE	IN	4	4	Yes	No	Yes	Dawson Community College
Food Science and Technology CDE	IN	4	4	Yes	No	Yes	Dawson Community College
Forestry CDE	OUT	4	4	Yes	No	Yes	Richey Farrar
Horse Evaluation CDE	OUT	4	3	Yes	No	Yes	Ty Neal
Job Interview CDE	IN	1	N/A	No	No	Yes	Eric Tilleman
Junior Creed Speaking CDE	IN	1-2*	N/A	No	Yes	Yes	Montana State University
Livestock Evaluation CDE	OUT	4	4	Yes	Yes	Yes	Montana State University
Marketing Plan CDE	IN	3	3	No	No	Yes	Eric Tilleman
Meats Evaluation CDE	OUT^	4	3	Yes	No	Yes	Randy Bogden
Parliamentary Procedure CDE	IN	6*	Team	No	Yes	No •	Montana State University
Prepared Public Speaking CDE	IN	1-2*	N/A	No	Yes	Yes	Montana State University
Star Greenhand	IN	1	N/A	No	Yes	Yes	Montana State University
Veterinary Science CDE	OUT	4	4	Yes	No	Yes	Tom Andres

^ Additional equipment of clothing may be required for this event. Please review the event guidelines for more details

* The top 2 from each district move on to compete at state; they may or may not be from the same chapter

+Ag Sales product will be announced by August 15th by the Board of Trustees.

~To participate in the National Agri-Science Fair, members need to submit an application to Nationals. Winning a state category does not automatically qualify a project to go to Nationals. See the National FFA website for more information.

++Environmental Science and Natural Resources CDE is completed at the Montana Envirothon Competition, check Montana Envirothon website for more information on rules.

• Parliamentary Procedure CDE does not follow national guidelines by not utilizing the team problem solving activity or the open book parliamentary procedure research questions.